

**INFORMATION TECHNOLOGY  
RESOURCE MANAGEMENT COUNCIL**

**MEETING MINUTES**

August 27, 1996  
8:30 a.m.  
East Conference Room  
Joe R. Williams Building  
700 West State Street  
Boise, Idaho

**(SUBJECT TO COUNCIL APPROVAL)**

The August 27, 1996, meeting of the Information Technology Resource Management Council (ITRMC) was held in the east conference room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

**CALL TO ORDER**

The meeting was called to order by Pam Ahrens, Chair.

**ATTENDANCE**

**Council Members/Designates Present:**

Ms. Pam Ahrens, Chair, Dept. of Adm.  
Dr. Rayburn Barton, State Board of Education  
*\*Mr. Keith Bumsted, Idaho Transportation Dept.*  
Sen. Hal Bunderson, Idaho Senate  
Ms. Linda Caballero, Health & Welfare  
*\*\*Mr. Matt Hanzel, Assn. of Idaho Cities*  
Rep. Paul Kjellander, Idaho House of Rep.  
*\*Mr. Darrell Loosle, Deputy Supt., Public Instruction*  
Mr. John Peay, Judiciary  
Mr. Robert Sobba, Dept. Law Enforcement  
Mr. Rob Spofford, MIS Rep., Dept. Water Resources  
*\*\*Mr. Hal Turner, State Controllers Office*

**Absent Council Members:**

Mr. Dwight Bower  
Mr. Dan Chadwick  
Dr. Anne Fox  
Mr. Raymond Sasso, Jr.  
Ms. Cindy Siddoway  
Sen. Clint Stennett  
Rep. John Alexander  
Mr. J.D. Williams

*\*Designated/Non-voting Member    \*\*Guest Representative*

**Others Present:**

Mr. Geoffrey Eiter, Governor's Office  
Mr. Tony Wieczorek, Health & Welfare  
Ms. Melody Rose, IPC  
Ms. Loretta Reed, IPC  
Ms. Jan Foster, IPC  
Ms. Cara Emigh, IPC  
Mr. Al Arvish, CompuCom  
Mr. Steve Cooper, GST Telecom  
Mr. Ted Aho, PERSI  
Mr. Ed Butler, Oracle  
Ms. Tammy Roark, Microsoft  
Mr. Chris Bupp, ITD  
Mr. Mark Kuskie, Dept. of Ed.  
Mr. Bill Bivens, Silver Creek Computers

Mr. Ben Hambelton, BSU  
Mr. Laird Justin, SCO  
Mr. Jeff Shinn, DFM  
Mr. Newt Bentley, Dept. of Ins.  
Mr. Hal Anderson, IDWR  
Mr. Bob Pyle, IPTV  
Mr. Mike Key, IDLE  
Mr. John Lewis, IDLE  
Mr. Jake Hoffman, Dept. of Adm.  
Mr. Jim Price, Dept. of Adm.  
Mr. Miles Browne, ITRMC Proj. Team  
Mr. Joe Roche, ITRMC Proj. Team  
Ms. Pat Wynn, ITRMC Proj. Team

**WELCOME, APPROVAL OF MINUTES**

Council Chair, Pam Ahrens, welcomed Members and Guests.

**A motion was made by Sen. Hal Bunderson and seconded by Rayburn Barton, to approve as read, the minutes of the July 30, 1996, ITRMC Council Meeting. Motion carried unanimously.**

**Without Council objection**, it was also noted that Senator Clint Stennett was in attendance at the July 30, 1996 meeting and a revision was made in the first paragraph at the top of page 5, last sentence, from the "Legislative '96 Telecommunications Task Force Report". The sentence stated in part there were at "least 200 local" telecommunications providers in Idaho. The sentence should read, at "least 200 long distance" providers in Idaho.

**IDAHO PERSONNEL COMMISSION IT RE-CLASSIFICATION**

Pam Ahrens advised the Council of a meeting to be held Tuesday, Sept. 10, 1996, where all state agency directors have been invited to meet with the Idaho Personnel Commission to discuss the classification of Information Technology positions. Rob Spofford also informed Members of a letter sent on behalf of ISEC to the IPC expressing the group's concerns and willingness to work with the IPC on those issues. Pam added the IT human resource issue is confronting state governments nationwide and was actively discussed at a national conference of government administration officials which she attended in mid-August.

## **PUBLIC SAFETY, EMERGENCY COMMUNICATIONS SUBGROUPS UPDATE**

Director of the Department of Law Enforcement, Robert Sobba, informed the Council of the progress of the two subcommittees of the Public Safety, Emergency Communications Committee. Both the Statewide 911 and Emergency Radio Communications subcommittees are progressing very well in preparing recommendations to be sent to Governor Phil Batt by Oct. 1, 1996. The subcommittees will meet on Sept. 11 to combine their information and will present a final report for ITRMC review at its Sept. 18 meeting.

## **GIS SUBCOMMITTEE UPDATE**

Hal Anderson, Department of Water Resources, updated the Council on the activities of the GIS (Geographical Information System) subcommittee which held its first meeting on August 22, 1996. The subcommittee will develop recommendations regarding the rewrite, revision, or reissuance of GIS Executive Order 92-24 for the ITRMC to review at its Sept. 18 meeting. The subcommittee will then make any further changes prior to the ITRMC formally providing the information to Governor Batt who requested assistance from the Council in helping determine appropriate actions.

Members of the subcommittee include Anderson's co-chair Miles Browne; Dwight Bower, ITRMC representative; Dave Gruenhagen, Idaho Geographic Information Advisory Committee (IGIAC) representative, Department of Lands; Tom Zarriola, National Biological Service; Tony Morse, manager of the Idaho Geographic Information Center, Department of Water Resources; Andy Little, GGI, Power Engineers; Matt Hanzel, Association of Idaho Cities, and Sheldon Bluestien, Ada County.

Anderson clarified for the Council that the initial Executive Order establishing both the GIS Information Center and the Advisory Committees were separate Executive Orders and were issued in September of 1992. The two Executive Orders were then combined and the date is current through November, 1996.

The tentative strategy for the GIS subcommittee is to: 1) modify the existing Executive Order for reauthorization to include ITRMC coordination (short-term); 2) work on developing a plan for GIS which may include contracted or cooperative study; and, 3) formulate recommendations including Executive Order changes and Legislation needed to implement the plan. Browne and Anderson both cited the excellent cooperation between the different agencies involved. The GIS subcommittee will meet again on Sept. 5, 1996.

## **STATEWIDE PROCUREMENT, IT CONTRACTS UPDATE**

Joe Roche, ITRMC Project Team, provided a status report on pending procurement and IT contracts. Work is continuing on the Fast-Packet Services RFP which allows for the payment of uniform rates across the state for access to telecommunications services and

features. A letter of intent has been issued for the Circuit Inventory RFP to identify status of telephone facilities in state buildings. Roche explained that all responses received on the recent wireless bid have been discarded and the initial bid proposal is being rewritten.

Roche added an opportunity exists for the development of a single, centralized telephone system for the entire Capitol Mall area. Presently, there are many different telephone systems being used by agencies and departments. Because the Department of Health and Welfare is considering a new telephone system, phone service for the entire Mall area could be configured as part of the H&W system providing benefits to all agencies as far as budgeting, uniform calling features and voice mail applications, procedures, etc.

Browne explained that once the Project Team's IT Agency Inventory is completed, along with that of the circuit inventory also underway, the Council and the Project Team will have a better picture of the kinds of systems, software, hardware, etc., in use and what kind of solutions can be found to improve statewide telecommunications and information technologies.

#### **LEGISLATIVE '96 TELECOMM REFORM TASK FORCE UPDATE**

Representative Paul Kjellander and Senator Hal Bunderson advised the Council of recent activities with the Idaho Legislative '96 Telecomm. Reform Task Force. The group along with the Idaho Public Utilities Commission is looking at more than 600 pages of the Telecommunications Act of 1996 and is scrambling to understand what is being said and what the impact will be on Idaho Code. The task force will meet again on Oct. 4, 1996.

Big issues at this point in time, Sen. Bunderson explained, involve cost reimbursement for incumbent lines which will impact all the major telecommunications providers in the state, and the issue of franchise fees imposed by state and local governments, and how those fees will be applied and assessed. Much is still unfolding, Kjellander added, and everyone is trying to figure out how they will be affected.

#### **YEAR 2000 (Y2K) TASK FORCE UPDATE**

Rob Spofford, chairman of the Y2K Task Force, reported that since the last meeting of the Council on July 30, 1996, full-time staff changes have been made to support the task force efforts. Robert Sox, Controllers Office, and Frank Tykowski, Health and Welfare contract employee, will work full-time on Y2K issues. Work is in progress on an inventory program and training plan, with some awareness training already scheduled.

The Task Force asked the Council and departments represented for assistance in helping schedule awareness activities/presentations before their respective groups.



Senator Bunderson inquired whether or not the task force had made progress in working with the Attorney General's Office to determine what recourse, if any, the state has against the different computer providers and software developers.

**Pam suggested a letter be drafted from the Council to the Attorney General's Office asking for its assistance in addressing this issue. The Council, without objection, recommended a letter be prepared.**

Association of Idaho Cities representative, Matt Hanzel, also asked for an information piece from the ITRMC dealing with the Year 2000 for inclusion in respective (AIC) communications mediums. Spofford advised the Council that a Y2K site has been established on the Idaho Home Page. Chair Ahrens recommended that Pat Wynn of the Project Team be contacted to provide prepared information.

Senator Bunderson reiterated the impending need for the Council to take a carefully evaluated and disciplined approach to informing the Idaho Legislature about the Y2K issue and its impact upon government at all levels, statewide. He again encouraged the preparation of a cost benefit analysis. John Peay, Council Judiciary Member, urged that materials be ready for introduction during the first week of the Session, probably before the State Affairs Committee. He also recommended that information be provided to the Governor for inclusion in some way as a part of his Budget Address.

#### **PROJECT TEAM IT INVENTORY UPDATE**

Miles Browne provided the Council further details about the IT Inventory process currently underway. IT spreadsheets have been sent through statehouse mail to all department and agency directors and can be downloaded in both Lotus and Excel worksheets from the ITRMC Site on the Idaho Home Page. A **deadline of Oct. 14, 1996** has been set for return of the IT Agency information to the Project Team.

The IT inventory is one of several assessments being conducted throughout state agencies. Others include a survey of telecommunication circuits in state buildings and a Y2K equipment review. In addition, Rich Mincer of the Department of Public Education, is gathering similar information about IT inventory in K-12 levels.

Browne said once all the inventory information is gathered and assimilated, it will be placed in a shared, access data base and will provide a broader view as to where the state spends its IT budget.

Council discussion included the gathered IT inventory impact upon human resources and training, eliminating redundancy, and utilizing the potential of technology tools. Council members also inquired about the reuse of computer equipment and programs. Linda Caballero, Council Member and Chair of the Mission/Goals subgroup, pointed out the Council has formally acknowledged its commitment to effective use of taxpayers' dollars

through refurbishment and reuse of computer equipment as a part of its Mission/Goals Statements.

### **ITRMC REVIEW, SCO ON-LINE EMPLOYEE INFORMATION SYSTEM (EIS)**

Miles Browne provided an update on the State Controller's Office on-line Employee Information System (EIS) as a follow-up to Council Member J.D. Williams' initial presentation about the proposed EIS system modifications at the ITRMC July 30 meeting. The proposed modification would allow all state agencies to submit time reports electronically and perform on-line inquiries affording faster and more accurate entry of employee information; and easier, more timely access to current and dated employee information.

At the July meeting, Williams outlined the need for the EIS improvement project, at an estimated cost of \$1,170,000 and funded through an authorized fee assessment on payroll checks approved each year by the Board of Examiners. The Council, at that time, asked the ITRMC Project Team to review the proposal, accommodating the deadlines with the DFM and the Board of Commissioners, and make recommendations at its August 27 meeting.

In reviewing the proposal with SCO staff, considerations involved the investment of \$1.2 million in an application that could be considered non-compliant; the fact there are finite financial resources available for IT improvements; and the ITRMC is in place to facilitate how Idaho utilizes its IT resources.

Acknowledging the project to be of value to SCO and Agencies, the Project Team recommended the project be re-evaluated to consider: re-engineering of the process; storage of baseline data in one database; making data available to agencies via an "Intranet (TCP/IP) format; scaling the project to reduce the cost; and appointing a small task force to re-evaluate the project and make full recommendations to the ITRMC at its next meeting on Sept. 18.

Suggested task force members would include along with Browne, Peggy Haar, SCO; Jake Hoffman, Adm.; representatives from the SCO IT mainframe operations; Agency EIS (preferably Health and Welfare); and from the ITRMC.

### **MOTION**

After further discussion, it was moved by Council Member Rayburn Barton, and seconded by Member John Peay, that the Council accept the Project Team's recommendation to establish a task force to formulate actions regarding the proposed EIS modifications. The task force will report its findings to the Council at its Sept. 18 meeting. The motion carried unanimously. John Peay will represent the ITRMC on the task force.

## **SUBCOMMITTEE MISSION STATEMENT, GOALS REVIEW**

Council Member Linda Caballero, chair of the ITRMC Mission and Goals subcommittee, provided draft copies of the strategic goals as developed at a meeting on August 26, 1996, by her committee and facilitated by Tony Wiczorek, Office of Public Participation, Health and Welfare. The ITRMC adopted the Mission and Vision statements as written by the subcommittee at its meeting on July 30, 1996.

After reading the goals as written, Council Chair Ahrens led discussion on the draft language, seeking input, revisions, changes in language, etc., from Council Members and from Agency guests, who were also provided draft copies during the meeting.

Council Members encouraged more specific or stronger references to local and county government involvement; economic development and vitality; educational career development and training; and state government IT information access to people with disabilities and the general public.

The subcommittee will revise the goal statements and send to Members prior to their next meeting on Sept. 18. Ways are also being discussed to disseminate the mission statements and goals information to other communities of interest and state agencies for additional input before their adoption.

Caballero, Wiczorek, and members of the subcommittee, were complimented by the Council for their excellent work in developing the mission and goals based on HB 661 and the Info Tech '96 Task Force Report.

## **AGENDA REVIEW FOR SEPTEMBER 18, 1996 ITRMC MEETING**

Pam summarized items requiring follow-up and discussion at the next meeting on Sept. 18, 1996. Those included:

- Review of Sept. 10 meeting with IPC and Agency directors;
- Public Safety Committee report by General Kane regarding final recommendations for submittal to Governor Batt;
- GIS Subcommittee recommendations;
- Current contracts review; IT Inventory update;
- Writing of letter on behalf of the Council to Attorney General Al Lance regarding AG assistance relevant to Y2K issue;
- Revisit recommendations from the Project Team and SCO on the EIS proposal; and
- Extend invitation to Senator Mel Richardson, Technology in Learning Council, to make a presentation.

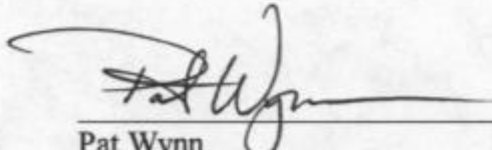
Items for near future: Discussion of major IT projects underway. Final recommendations from Mission Statement/Goals subcommittee. Set dates for Council to meet during November and December of 1996.

## **ADJOURNMENT**

The meeting of the Information Technology Resource Management Council was adjourned by Council Chair, Pam Ahrens, at 11:45 a.m.

**The next meeting of the ITRMC will be held on Wednesday, Sept. 18, 1996, 8:30 a.m., to 12 noon, East Conference Room, Joe R. Williams Building, 700 West State Street, Boise, ID.**

Respectfully Submitted,



---

Pat Wynn  
ITRMC Project Team

8/30/96